

**FINANCIAL QUOTATION SUBMISSION FORM**

[Location, Date]

To: [Name and address of Client]

Dear Sirs:

We, the undersigned, offer to provide the Security Services for [Insert title of assignment] in accordance with your Request for Quotation dated [Insert Date] and our Technical Quotation.

Our attached Financial Quotation is for the sum of [Insert amount(s) in words and figures<sup>1</sup>].

Our Financial Quotation shall be binding upon us up to expiration of the validity period of the Quotation.

We understand you are not bound to accept any Quotation you receive.

We remain,

Yours sincerely,

Authorized Signature [In full and initials]: \_\_\_\_\_

Name and Title of Signatory: \_\_\_\_\_

Name of Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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<sup>1</sup> Amounts must coincide with the ones indicated under Total Cost of Financial Quotation

**FORM F3 - SUMMARY AND BREAKDOWN OF COST BY DELIVERABLE  
(CONTRACT ANNEX 1)**

**2.1 SECURITY SERVICES FOR EACH BUILDING**

<b>DELIVERABLE</b>	<b>QTY</b>	<b>TIMING</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>			

**2.2 SUPERVISION SERVICES**

<b>DELIVERABLE</b>	<b>QTY</b>	<b>TIMING</b>	<b>AMOUNT</b>
<b>TOTAL AMOUNT</b>			

**FORM F4      BREAKDOWN OF REMUNERATION & REIMBURSABLE EXPENSES  
(CONTRACT ANNEX2)**

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**3.1 REMUNERATION**

Information contained in this Table shall only be used to establish payments to the Contractor for possible additional services requested by the Departments.

NAME	POSITION	STAFF MONTHLY RATES (BMD\$)	
		FIELD	HOME OFFICE

**3.2 BREAKDOWN OF REIMBURSABLE EXPENSES**

Information contained in this Table shall only be used to establish payments to the Contractor for possible additional services requested by the Departments.

No.	DESCRIPTION	UNIT	UNIT COST
	Daily allowances (per diems) if applicable)	day	
	Vehicle expenses	km	
	Communications – between ..... and .....	minutes	
	Computer & software use	hour	
	Laboratory tests (list)	test	

**FORM F5 – LIST OF EQUIPMENT PROVIDED WITH SERVICES**

(PLEASE LIST ALL THE EQUIPMENT THAT WILL BE PROVIDED BY CONTRACTOR  
(CONTRACT ANNEX 3))

FORM F6 - SUMMARY & BREAKDOWN OF COST BY RATE  
(CONTRACT ANNEX 4)

**4.1 Price Schedule**

ITEM	DESCRIPTION	QUANTITY	RATE (\$)
1	Total Fixed Bid Sum:	Annual	
2	Total Fixed Bid Sum (words):	Annual	
	Additional duty periods not included in Fixed Sum (if required)		
3	Weekday Hourly Rate (7:30am - 7:00pm)	Hourly	
	Rates used in calculating Total Fixed Bid Sum		
a	Materials and Equipment		

The above Fixed Price bid includes all specified requirements such as insurance, overheads, profit, property protection, licences, mobilisation and demobilisation, etc. The cost allocated for materials must be shown separately.

We submit that the above Fixed Price bid includes all labour, materials, products, equipment, service overheads, profit taxes, disbursements and related charges.

Payments will be made following submission of invoices and satisfactory completion of the bid work as detailed in the Form of Contract.

**FORM T6.1 – COMPANY’S TEAM  
(CONTRACT ANNEX 5)**

**COMPANY’S TEAM COMPOSITION & STAFFING ASSIGNMENTS**

<b>PROFESSIONAL STAFF</b>				
<b>NAME OF STAFF</b>	<b>FIRM</b>	<b>AREA OF EXPERTISE</b>	<b>POSITION ASSIGNED</b>	<b>TASKS ASSIGNED</b>
<b>TECHNICAL STAFF</b>				

**FORM T 6.2 – COMPANY’S WORK PROGRAM  
(CONTRACT ANNEX 6)**

No.	ACTIVITY	START DATE AND TIMES	MONTHS (NOMINAL)																								ACTIVITY DURATION				
			1				2				3				4				5				6								
			4				8				12				16				20				24								
			<b>TOTAL TIME</b>																												